



JERRY T YESUDASAN

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OBJECTIVE:

- Seeking a Human Resources Management Position where my professional experience and education will allow me to make an immediate contribution as an integral part of progressive company.
- Dedicated and proactive individual seeking to do work that emphasizes management and personnel organization and can utilize experience in customer and personal service.

EDUCATIONAL QUALIFICATIONS:

Name of the course	University/Board/Institution	Principal Subject	% of marks	Year of passing
LLB	JAIPUR SCHOOL OF LAW	LAW	61%	2019
MBA	INTERNATIONAL INSTITUTE OF BUSINESS STUDIES MYSORE UNIVERSITY	HR	66% (Grade –A)	2016
PGPBM	INTERNATIONAL INSTITUTE OF BUSINESS STUDIES	RETAIL MANAGEMENT	3.0/4.0	2016
BBA	UNIVERSITY INSTITUTE OF TECHNOLOGY, ADOOR UNIVERSITY OF KERALA	MANAGEMENT	65%	2014
12TH	BOARD OF HIGHER SECONDARY EXAMINATIONS KERALA	BIOLOGY SCIENCE	67%	2011
10TH	CENTRAL BOARD OF SECONDARY EDUCATION	CBSE	62%	2009

PROFESSIONAL EXPERIENCE:

HR Head & Legal Consultant in Holy Cross Multi-Specialty Hospital, Adoor from 1st June 2019 to till date (200 Bedded NABH ACCREDITED ENTRY LEVEL).

JOB DESCRIPTION:

- Recruits, interviews, tests, and selects employees to fill vacant positions.
- Maintain a complete database of existing & new join employees.
- Proper allocation of Human resource, Attendance verification & Pay-Roll Calculation.
- Advises management in appropriate resolution of employee relations issues.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Represents organization at personnel-related hearings and investigations.
- PF & ESI (Online).

- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.
- Plans and conducts new employee orientation to foster positive attitude toward Company goal.
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Leave Sanctions & Entries.
- Handling Legal Concern.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.

INTERNSHIP:

Organization: Lifeline Super Specialty Hospital, Adoor.

Designation: Management Trainee (HR & Office Administration)

Duration: 45 Days (13th September 2015 to 31st October 2015)

INDUSTRIAL VISITS:

- BAMUL Nandhini Milk Factory, Bangalore, Karnataka
- HORTICORP, KERALA

PROJECT DONE:

- **Organization** : HORTICORP, KERALA.
- **Project Topic** : A study on Distribution and Marketing in HORTICORP.
- **Project Duration** : One Month

TECHNICAL SKILLS:

Standard Knowledge of Computer and Internet, Expert in MS Office.

Handled Tally, Windows XP/7/8/10/11.

OTHER FIELDS OF INTEREST:

Motivational Speaker, HR Trainer

PERSONALITY TRAITS:

- Bold and Confident Leader
- Good interpersonal and organizational skills
- Positive Attitude
- Adaptive to any environment
- Service oriented

PERSONAL DETAILS:

Date of Birth	:	18/04/1993
Father's Name	:	Rev.V.T. Yesudasan
Sex	:	Male
Marital Status	:	Single
Nationality	:	Indian
Language Known	:	English, Malayalam
Passport No	:	Y6602297
Religion	:	Christian
Caste	:	Marthoma

"I do hereby DECLARE that all the information provided above is true to the best of my knowledge and belief".

(Sd)

JERRY T YESUDASAN